



## Secondary Term 1 Cluster Meeting Minutes

Venue: Zoom Online Meeting

Date: 7pm, Monday 1 March 2021 7pm

Chair: Melissa Garland

**Broken Bay Catholic School Parents**

[www.brokenbayparentcouncil.com](http://www.brokenbayparentcouncil.com)

[parentcouncil@dbb.catholic.edu.au](mailto:parentcouncil@dbb.catholic.edu.au)

### In attendance:

Jo Spek, CSBB team Evangelisation and Catechesis	Melissa Garland, CSP, St Peter's Catholic College, Tuggerah
Katerina Ross - CSP Rep St Brigid's, Lake Munmorah	Carmel Hewitt, CSBB Student Achievement Workstream / Parent Engagement
Charmaine Wan - CSP Rep Mercy Catholic College Chatswood	Kirsty Liston CSP, MacKillop Catholic College, Warnervale
Rebecca Leahy FLO at St Brigid's and St Brendan's Lake Munmorah	Claire Bajelis St Leo's Catholic College, Wahroonga
Una Morrison, CSBB Marketing	Michal Brenchley, CSP Project Officer
Karina Baftirovski CSP Rep, MacKillop Catholic College, Warnervale	Niamh Collins, St Pauls Manly

**Apologies:** Nicola Chisholm,  
 Eliesha Mattison Lake Munmorah  
 Celeste Boonaerts, St Peter's Catholic College, Tuggerah  
 Kate Taurins, St Leo's Catholic College, Wahroonga  
 Natalie Tunstead, MacKillop Catholic College, Warnervale

ITEM / PURPOSE	DISCUSSION	ACTION / FOLLOW-UP
<b>Welcome Prayer/ Welcome to Country</b>	Jo Spek, from the CSBB Evangelisation and Catechesis Team read from the new Faith Formation Book which has been published, distributed throughout the Diocese and available in hard copy in schools. <a href="https://www.bbcatholic.org.au/parish-community/catholic-life-faith-formation/lenten-program-2021">https://www.bbcatholic.org.au/parish-community/catholic-life-faith-formation/lenten-program-2021</a>	
<b>Welcome &amp; Introductions</b>	New CSP Reps have joined the team, introductions were made for the new and returning Reps.	
<b>The Role &amp; Structures of the CSPBB</b>	Carmel Presented the CSPBB Power Point Presentation and did elaborate a little more in this secondary session on more relevant information for Secondary CSP Reps e.g. the Career Webinars the CSP introduced in 2020	

**Broken Bay CSP: Who are we?**

Expressed the importance of our representation of a welcoming inclusive community with a focus on building relationships and encouraging engagements.

**CSPBB Objectives**

Be an advocate for parent's perspectives at all levels: school, parish, cluster, Diocesan and State, and a conduit for two-way communication.

Promote and support respectful & trusting parent / school partnerships for the benefit of children's education, faith development and wellbeing.

Support P&F / Parent Teams /School Advisory Bodies to strengthen the participation, involvement, and engagement of their parent community.

Promote and support Catholic Education in partnership and through collaboration with the CSO.

**Who Supports the CSP?**

**Funding** comes from an annual levy of \$6 per family, which is collected each year through school fees from all systemic schools within the diocese of Broken Bay.

It gives the CSP an operating budget to support the work of the CSP.

**Support from the CSO**

Executive Officer Carmel Hewitt

As part of her role as CSO Education Officer- Parent Liaison (3 days/week)

Broken Bay CSP Secretariat: CSP Project Officer: Michal Brenchley (2.5 days/week)

**CSP CLUSTER Representation:**

Each diocesan systemic school has a CSP Parent Rep that meet once a term with other reps to share, discuss and be informed of Broken Bay educational and school matters.

**DIOCESAN Representation:**

Each Cluster has 4 members on the CSP Management Team, who meet once a term to discuss matters arising from Parent Representational Meetings (currently we don't have 4 in each Cluster).

**Management Team**

Co- Chairs

Necola Chisholm, Primary (OLPS West Pymble)

Melissa Garland, Secondary (St Peter's Tuggerah & OLOR Wyoming)

CCSP Representatives:

Necola Chisholm and Kirsty Liston (Mackillop College Warnervale)

Diocesan Representatives:

Maria Stephens (OLOR Waitara) Rebecca Berrell (Sacred Heart Mona Vale & Mater Maria

Warriewood), Teri Mrena (St Gerard's Carlingford) and Hayley Shuttleworth (Mackillop College Warnervale).

### **CSP Projects & Objectives for 2021**

- *Wellbeing: Objective:* To support families in their wellbeing and to advocate for wellbeing at CSBB and school levels.  
Primary Team: Marie, Hayley, Teri  
Secondary Team: Kirsty, Melissa
- *P&F/Advisory Teams Modelling: Objective:* To have strong P&F/Advisory governance and structures for effective parent engagement and advocacy.  
Team: Necola, Bec, Kirsty
- *Inclusive Communities: Objective:* To ensure CSP supports and advocates for all families in our community.  
Team: Necola, Teri, Hayley  
The Diverse Learning Team will be invited to join in on these discussions with the Inclusive Learning Workshops with the above group.

### **Role of CSP Reps**

To be the link for your school community with other schools in the Diocese

- Being engaged with your school's Parent Body and Advisory Team
- Keeping parents of your school informed about CSP issues and events
- Ensuring CSP communications reach parents
- Staying connected with the school principal regarding CSP initiatives
- Attending CSP meetings once a term in person or via video link
- Attending the annual CSP Leadership Evening, Workshops & Parent Seminars

### **Activities & Events of CSP**

- CSP Rep meetings: once per term CSP reps meet and provide feedback and share information.
- Sustainability and Parent Education projects: grants provided to schools for parent, school leadership, CSO and student teams to create a project.
- Seminars for parents on wellbeing and learning.
- Leadership Evenings for P&F teams/Advisory Bodies/Parent Networks.
- Induction workshops for Parent Teams/P&Fs/Parent Networks
- Resources for parents on parent engagement
- Career Webinars & Q&A Sessions

	<p><b>How Parents can Connect with the CSP</b></p> <ul style="list-style-type: none"> <li>• Connect to and respond to information from their school’s CSP representative via Parent Meetings or email.</li> <li>• Website: <a href="http://www.brokenbayparentcouncil.com">www.brokenbayparentcouncil.com</a></li> <li>• Facebook: <a href="https://www.facebook.com/BrokenBayCatholicSchoolParents">www.facebook.com/BrokenBayCatholicSchoolParents</a></li> <li>• Email: <a href="mailto:parentcouncil@dbb.org.au">parentcouncil@dbb.org.au</a></li> <li>• Visiting other Catholic School Parent Websites such as <a href="https://www.cspa.catholic.edu.au/">https://www.cspa.catholic.edu.au/</a> webinars last year</li> </ul>	
<b>Table of Events</b>	<p><b>Term 1, 2021</b></p> <ul style="list-style-type: none"> <li>• Monday 22nd February, 7pm, Central Coast Primary Cluster Meeting for CSP Reps</li> <li>• Tuesday 23rd February, 7pm, Northern Beaches/North Shore Primary Cluster Meeting for CSP Reps</li> <li>• Monday 1st March, 7pm, Secondary Cluster Meeting for CSP Reps</li> <li>• 22nd March 2021 Parent Body Secondary Q&amp;A Session</li> <li>• 24th March 2021 Parent Body Primary Q&amp;A Session</li> </ul> <p><b>Term 2, 2021</b></p> <ul style="list-style-type: none"> <li>• Monday 3rd May, 7pm, Leadership Evening Central Coast</li> <li>• Wednesday 5th May, 7pm, Leadership Evening North Shore/Northern Beaches</li> <li>• Tuesday 25th May, 7pm, Primary Joint Cluster Meeting (all Clusters) *Reps can attend 25th or 26th May meeting</li> <li>• Wednesday 26th May, 7pm, Primary Joint Cluster Meeting (all Clusters) *Reps can attend 25th or 26th May meeting</li> <li>• Monday 31st May, 7pm, Secondary Cluster Meeting (all Clusters)</li> </ul>	
<b>Questions &amp; Sharing</b>	<p>Carmel spoke briefly about the Secondary Parent Body Q&amp;A Session on 22<sup>nd</sup> March 7-8.30pm</p> <p>Una Morrison spoke about the Open Days that have, &amp; are being held, around the Diocese and about the K -12 Project, which she is involved in. The Project idea arose as the schools were receiving an increasing number of enquiries about K-12.</p> <p>She also expressed that by attending all the open days, she now had a good understanding that the schools &amp; Principals all have a different interpretation of what they think “Community” means.</p> <p>Discussion around inequity in parent engagement in secondary schools based on a Principal’s/school leadership’s interpretation and understanding of strategies around parent engagement , the group agreed. There was also discussion around differing interpretations of Covid restrictions which impacted how parents were being engaged/welcomed at their schools.</p> <p>Una also asked the group to remember to focus on the Year 8’s for 2021 as there had been feedback that this group really hadn’t had a chance to become a part of their school community last year because of COVID and unlike other year groups, hadn’t had a chance to form any friendship groups and engage with the schools.</p>	

It was noted that one of the key messages that came from the EY Survey Results was that “community is what makes us unique”.

Niamh Collins, St Paul’s Catholic College, Manly asked how as Reps, we gather Parent Feedback?

Melissa Garland said that she has used surveys and posted on Facebook and their other social media platforms.

Kirsty Liston said that in her experiences, asking for feedback through you own friendship groups and so forth is a great way to get honest feedback.

Melissa added, that using your Parent Space in the School Newsletter maybe another way.

Charmain Wan, Mercy Catholic College, Chatswood said that she didn’t think parents from Mercy knew what the CSP did and would like to see the CSP and parent engagement promoted at Mercy . Charmain asked for advice on how to engage and if Carmel would come and meet with P&F and her Principal.

The discussion came back to Niamh’s original question regarding gathering feedback.

Carmel Hewitt advised that the CSP does get asked by Catholic Schools Broken Bay for feedback on items and did a lot during 2020 Covid.

It was confirmed by the group that only CLOSED Facebook Groups should be used for requesting feedback, not open groups for the public to view.

It’s recommended that if you don’t have closed Facebook Parent groups set up , investigate it ( speak to your principal first) as it is so important for the connection.

Melissa Garland also confirmed that she meant closed Facebook Groups earlier.

Kirsty Liston suggested a good way of trying to engage and promote the CSP is to summarises the minutes of our meetings and then send it to the Principals along with a note asking for any questions or updates that they would like taken back to the Cluster meetings.

Melissa Garland wanted to ask a question to Una as her daughter had received a note from the school advising that there was a compulsory excursion coming up, for the girls to St Joseph’s east Gosford and the boys to St Edwards East Gosford. Melissa questioned why this is a compulsory excursion to a non systemic school, and should we be promoting our systemic schools.

Una replied saying that cost was factor as it would be too expensive to send the boys to a BB Diocese school and that the school wanted to offer all options for the students.Una also said that the Loretto Principal had been invited to attend the information evening at LPS, which had never happened before.

Parents were asked what was happening in their schools:

Carmel to develop an ideas page re-collecting parent feedback.

Una to investigate this matter and get back to Melissa

	<p>Katerina Ross, St Brigid's Catholic College, Lake Munmorah had their first Parent meeting, in person and via zoon, was very well attended. Katerina had a meeting with her principal and they would like to ask Carmel for advice. They did advertise the agenda prior to meeting to get parent feedback. Katerina was also very excited to announce that they finally had their Facebook Pages up and running and working well.</p> <p>Discussion on what is the best communication tools and feedback about Compass and how many parents still don't know how to use it.</p> <p>Charmain said that they have very low numbers of engaged parents in the senior years on their Facebook Groups and finding it hard to get information out to parents. She said that at their last parent meeting after 45mins discussing, it was decided they would continue their current method of communication</p> <p>Una said that you can communicate with year groups in Compass. Carmel said that parent bodies are able to send out info via Compass.</p> <p>Claire Bajelis, St Leo's Wahroonga is having an "All Parents Meeting" tomorrow (Tuesday 2 March) and trying to engage as many parents as possible at the meeting to become involved in one way or another and develop a new format for a parent body. She agreed with an early comment which Una made regarding focussing on Year 8's, as she's knows personally how hard it was last year on the Year 7's.</p> <p>Carmel Hewitt elaborated on the upcoming Parent Body Q&amp;A Sessions and how each of our primary and secondary teams have great ideas and how working together can bring it all together.</p>	
<p><b>CCSP Update</b></p>	<p>Kirsty Liston our Alternate CCSP Rep is attending the CCSP Meeting on Friday being held in the City. She has had a brief look at the Agenda and it will cover Governance . There is a theme across Parent Teams which is "how they engage their parents &amp; how and what do P&amp;Fs look like"</p> <p><b>Diverse Learning</b> The CCSP has developed in conjunction with parents a new Diverse Learning Guide for Parents <a href="https://www.ccsp.catholic.edu.au/students-with-diverse-learning-needs">https://www.ccsp.catholic.edu.au/students-with-diverse-learning-needs</a></p> <p><b>Webinars</b> Webinars CCSP / eSafety Commissioner <a href="https://www.ccsp.catholic.edu.au/webinar">https://www.ccsp.catholic.edu.au/webinar</a></p> <p>Parent Responsibility Bill – The CCSP has produced a paper regarding the new prosed bill</p> <p>Jo Spek, spoke about the 200 Years of Catholic Education Celebrations and the National Mass which will be held on 24th May 2021, 10.30am <a href="https://200years.catholic.edu.au/">https://200years.catholic.edu.au/</a>. Jo has requested that we all send through photos and experiences you have during the celebrations</p>	

	Una Morrison gave an update on Marketing. Most of our secondary schools already have dedicated staff in promotions / marketing.	
--	---	--

### Key Meeting Points / Action items for Broken Bay CSP Management Team

<b>1.</b>	Principals Engagement with Parent Reps & in turn Reps Engagement with Parent Community – Being on the same page
<b>2.</b>	Parent Feedback & Communication – best methods
<b>3.</b>	Modelling of Parent Bodies in Secondary Schools
<b>Next Meeting Date &amp; Venue</b>	Secondary Parent Body Q&A Sessions, 22 March 2021, 7-8.30pm
<b>Meeting Closed</b>	8.37pm